



**DTO's
Future
discussed
at March
meeting**



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DTO NEWSLETTER

The Future of DTO

On March 16, 2005, Departmental Training Officers met to plan the future of this network without the former leadership of State Training Center. Through an action planning method led by facilitator, Marlene Lockwood, the assembled group grappled with the question, "What can we do within the next year to ensure that the DTO group has a clear and motivating direction?"

In the end, six work groups were created: Leadership, Strategic Plan, Advocacy, Communication/Development, Website Development, and Recruitment and Outreach.

Some of the initial goals of these work groups are to find volunteers for leadership roles, develop a new name, draft an exciting purpose statement, establish a newsletter, expand the website resources and develop a marketing plan for recruitment of new Training Officers and current Training Managers!

Bragging Rights

Want to celebrate a victory? Want to share your accomplishments? Want to announce your "wins" to the world? Now you can by submitting them to the attention of "Bragging Rights!!!" of the newly established DTO Newsletter (name anyone?)

That's right!!! We want to share your good news with all involved with the DTO...and beyond. When you've facilitated a mutual benefit for state employee's training program...submit your win! When you've harnessed the power of focus and beneficial accomplishments...submit your win! When you've made possible for others to "work smart, not hard"...submit your win!

"Bragging Rights" is your megaphone to announce your wins, accomplishments and victories...share your triumphant endeavors with us and we'll announce them to the world!!! Submit to: kjones@vpn.cslb.gov.
by Brenda Russell, OSHPD

Upcoming Meetings

June 8, 2005

*Leads report on task force progress during first quarter

*Begin creating a Strategic Plan

September 7, 2005

December 7, 2005

Volunteer for Task Force—Contact Leads

Leadership: Sue Williams swillia4@dhs.ca.gov

Strategic Plan: Deborah_Derov@dca.ca.gov

Advocacy: Becky Morales morales@dtsc.ea.gov

Communication and Development: Kathy Jones
kjones@vpn.cslb.ca.gov

Website Development: Mary Wind,
mwind@dhs.ca.gov

Recruitment and Outreach: Kimberly Ponder
ponderk@oig.ca.gov



In the future look for this space to contain an exciting purpose statement. In the meantime, it's not too late to join the Strategic Plan Task Force Group and help draft the plan. Keep in mind, when we develop our mission and vision we'll be looking for a new name for California's Departmental Training Officers—jot down your ideas as they come to you.

May 2005

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Joining Forces—DTO Advocacy & CPR

Rebecca Morales, lead for the DTO Advocacy Task Force, which was tasked with finding a long term leadership champion supporting the value and importance of the Training function in the development of a high performance workforce, took the first step in their process by contacting the California Performance Review (CPR) Training and Professional Development group. Mary Fernandez, of the

CPR group, reported that the CPR is in the process of arranging for a "Champion for Workforce Development". The CPR group then extended an invitation to the DTO Advocacy Task Force to join their team, thus avoiding a duplication of efforts. The DTO Advocacy Task Force is now a part of the CPR Training and Professional Development Team.

by Betty White, DOJ

California Performance Review Focus Group Meets

A Workforce Development Focus Group was held April 18 at the Department of Aging and was well attended by State Departmental Training Officers and Program Managers. Mary Fernandez of the State Personnel Board introduced Lisa Beutler who facilitated small groups in a process which identified Critical Trends and Issues. Participants were

asked to work in small groups to identify the five most critical training issues and personnel

trends they are responding to and how the State could help their training office without direct dollar funding. Later groups worked to identify the best options for 1) sharing and partnering training activities with other departments and



and agencies, 2) receiving services from outside vendors, 3) using distance learning or other technology-based training techniques, 4) providing the "right" amount of state level workforce development (i.e. centralized leadership, training services, record keeping, and policies). As time permitted groups discussed further questions. What is the right amount to do, if any? Who should be responsible? What are good next steps to accomplish these options? The small groups reported in after each mini-session. Results will be shared at a later date.

by Betty White, DOJ

Interested in shaping the future of DTO?

Join a task force or volunteer for a leadership role (Chair, Vice Chair, Secretary, Arrangement Coordinator, Membership/Outreach Coordinator)
Contact Sue Williams at swillia4@dhs.ca.gov

Communication

The Communication Task Force (originally Betty White, DOJ; Nancy Bourne, DDS; Deborah Derov, DCA, Betty Russell, OSHPD; and Jan Spano, CDA) met April 11 to begin creating our first newsletter. We asked each task force member to submit an article from the various task force

committees in time for a mid-May publication. How are we doing?

Meanwhile, Betty White has taken a promotion and Kathy Jones has volunteered to chair our Task Force.

We are exploring the possibility of presenting a one day Training Conference in 2006.

by Jan Spano, CDA

May 2005

<http://www.library.ca.gov/StateTraining/index.cfm>

Strategic Planning Task Force

We'll work on mission and vision at June meeting

Strategic Planning Task Force

The Strategic Planning Task Force met in person and by conference phone to develop guidelines for the Task Force, select a chairperson, review strategic planning formats, and initiate our launch activity.

Congratulations! Deborah Derov was selected as chair person for the Strategic Planning Task Force. Members include Karyn Lombard, Rhonda Morris, Rolanda Gregory, Lynn Novi, Cecilia Corral, Mary Wind and Ree McLaughlan.

Our team will be contacting Task Force Leaders regarding the Strategic Goals that were identified in March. We will be interviewing leaders by

phone to define Task Force Strategic Goal Issue Definitions. The team is currently working on questions to make it easier for the task force leaders to define their goal.

The Strategic Planning Task Force goal for this summer is to elicit input from the membership to identify and develop the mission and vision for the strategic plan. It was decided that we would do so by having a group activity at the June DTO meeting. Look forward to putting on your thinking caps! *by Ree McLaughlan*

Join a task force today—contacts on Pg 1

We encourage all Departmental Training Officers to join a task force and be a part of what goes on in training in California.

A Move Toward Standardized Record Keeping

On April 12, Fish and Game graciously hosted a meeting so

system, a system they are willing to share with all state agencies.



Steve Wagy, Ginger Henry and Melissa Clark could demonstrate the Employee Training Management System developed by the Department of Parks and Recreation.

Steve Wagy and Nancy Wanamaker are working on the CPR Training Records Team and would like to solicit additional Training Professionals to participate on the Team. The Team has been tasked to recommend a standardized record keeping system that

It was standing room only and training staff from several state agencies left with enthusiasm for the Parks and Recreation

could be used on a State wide basis. If you are interested in being a part of this CPR team contact Steve at SteveW@parks.ca.gov.

Do you like the idea of a newsletter for DTO members? The Communication Task Force welcomes your response and any suggestions. We would also be thrilled to have your help. If you were not at the March 16 meeting and have not had a chance to join a task force, consider joining the Communication Task Force! You can also send us an article relevant to the entire community or let us know what your task force is up to.

E-mail your interest or article to jspano@aging.ca.gov

May 2005

<http://www.library.ca.gov/StateTraining/index.cfm>

Website Resources Task Force

Our task force came together with the exuberance and determination needed to transform the Department Training Officer's web page into a treasure trove of resources and information for the state training workforce. Mary Wind from the Department of Health Services and the task force chair, Ree McLaughlan, Department of Forestry and Fire Protection, Janet Wight, Conservation Corps, Vera Nicholas, State Library, and Carolyn Zeitler, State Library, met on April 13th and on April 27th at the State Library to begin the process (Marie Fay, Sonoma

Developmental Center, was not able to join us but she still wants to be part of the team.)

We began the first meeting by agreeing to the "guidelines" set forth by the Strategic Planning Task Force. Once this was accomplished, we carefully began to pick through the existing DTO web site to determine what to expand on, what to keep as is, what to add, and what to toss. It quickly became apparent that we could not honestly speak for the entire body of DTOs, so we agreed that a survey should be sent out to ascertain what most people wanted on their site. Mary discovered that her department has

June 8, 2005

Department of Aging
1600 K Street

9:00	Welcome
9:05	Leads report on task force progress of first quarter
9:25	Training Website
9:40	Strategic Plan Task Force facilitate process to create DTO Strategic Plan
11:45	Adjourn

access to a survey software package called Perseus that will compile the results into meaningful data. The survey is being distributed to the DTO email list during the month of May and we hope to have the results available for the June 8th meeting. *by Vera Nicholas, CSL*

The Leadership Task Force (Sue Williams, Madeline Journey-Lynn, Rolanda Gregory, Jan Spano) met May 10, 2005, to establish guidelines for the various positions and advisory board members. Positions include: Chair, Vice Chair, Secretary and Arrangements Coordinator. Officers will serve a one-year term, July-June. At the conclusion of the year, the chair will continue as Immediate Past Chair and the Vice Chair will move into the Chair position.

The Advisory Board will consist of the leads from each task force or their designee: Leadership, Strategic Plan, Advocacy, Communication/Development, Website Development, Recruitment and Outreach. It is understood that task force groups may be added or deleted as time goes on and seats on the board will be created or eliminated to match. This will serve to provide a means of efficient communication between task forces and leadership and vice versa. In addition, there will be a standing Auxiliary Member on the Advisory Board for historical purposes. The overall role of the Advisory Board is to act as advisors and to serve as a liaison between the departmental training community and the DTO leadership.

Although we have volunteers for most positions, it is not too late to volunteer yourself. Most pressing is the need for Arrangements Coordinator, who is in charge of locating meeting space, confirming it, determining room set-up and coordinating with speakers on AV needs. Meeting space is confirmed through 2005, but it's time to start booking four meetings in 2006!